

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:417-285**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 03/16/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Application for Deferred or Postponed Retirement: FERS

**QUANTITY:** 2071 Sets.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

**TRIM SIZE:** 8-1/2 x 11" (detached)

**FORM NO:** RI 92-19 (6/2016)

**PAGES:** 16 (8 parts)

**SCHEDULE:**

Furnished Material will be available for pickup by 05/04/2021

Deliver complete (to arrive at destination) by 05/17/2021

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Digital Printing Not Acceptable.

**PRODUCT:** Eight-Part Paper Set with perforated stub and a 2-hole drilling requirement on last five parts. All parts print on identical stock. No carbons are required.

**PRINTING:** all parts print in black ink only, image consist of small solids with reverse elements, flattones plus type/rule matter; no bleeds. Parts 1, 2, and 4 print on face and back (head to foot), Parts 3, 5, 6, 7, and 8 print on face only. All parts print from separate copy (electronic files).

**STUB:** Sets are to be held together at the 8-1/2" top by a 1/2" to 1" internally glued or pasted or forced gum, perforated stub.

**DRILLING:** On parts 4 thru 8 only, drill (2) rounds holes 1/4" in diameter, 2-3/4 " center to center; centered on 8-1/2" dimension. Center of holes 3/8" below the stub perforation.

**MATERIAL FURNISHED:** Contractor to receive. via email after award

Purchase Order

One (1) PDF file created on IBM with system version Win 2000 using Adobe Acrobat 7. All graphics and fonts are properly connected.

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 892c (R. 12/17) Proofs.  
GPO Form 2678 (departmental random copies-blue label).  
GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* D10, Writing; Buff, Basis Size 17 X 22" Basis Weight 20 lbs.

**COLOR OF INK:**

Black

**PRINT PAGE:** See Above

**MARGINS:**

Adequate griper. Follow furnished file.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality PDF" soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at Yvonne.Ikpe@opm.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

See herein "DESCRIPTION".

**PACKING:**

Shrink Film Pack in units of 25 sets. Pack in suitable containers NTE 40 lbs.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Cyrus.Benson@opm.gov; and yvonne.ikpe@opm.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-285, Requisition 1-67999". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 2,000 sets via traceable means to: OPM, Retirement Services & Management Group, 1137

Branchton Rd., Boyers, PA 16020, Attn: Forms Supply/Req.#1-67999. **INSIDE DELIVERY REQUIRED.**

Delivery Hours: Monday thru Friday (8am to 12pm)

Driver should inform security guard at gate of delivery for "Forms Supply"- (724)794-2005, ext. 3494 (Sarah Tarr). Driver should follow "ROC Delivery" directional signs to roll-up door.

Deliver 50 Departmental Random "Blue Label" copies, and 5 separately packaged sets to: OPM, 1900 E Street NW - Room 3316-AB, Washington, DC 20415, Attn: Yvonne Ikpe/1-67999, (202) 606-0623. Inside delivery required.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver 15 copies marked Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, BAC 1525-01, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 1 copy to: U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Depository Copies, Item no. 0299.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs/Furnished Electronic media

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement

- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**Attachment(s):** NONE